

# MONTANA CAREER RESOURCE NETWORK

SEPTEMBER 2003



The 2003-2004 version of Internet MCIS has a brand new look and feel. Students will find this version even more valuable in preparing them for a future career. Career preparation information has been reorganized so that users will be able to find the Helpful High School Courses (HHSC) topic at the beginning of each preparation section. This section has been designed to help students choose the courses in high school that will best assist them in preparing for their future occupation.

Another enhancement to MCIS for this year is presented in the content of the new program files of study & training. These files are written in a more engaging writing style, which is a departure from the more formal MCIS writing style of the past. Their organization has also changed, using cluster and sub-clusters within the program.

The Practical Learning Activities section of MCIS has all been converted to PDF files. Everyone who wishes to use these files must

have an Acrobat Reader program installed on their computer.

Finally, MCIS has a Work Importance Locator that was added to its assortment of assessments during the middle of this year. The Work Importance Locator is different from other surveys you may have taken in the past. Instead of questions, the program uses cards with statements about different aspects of work. You can think of work values as aspects of work that are important to you. This program measures the importance to you of six work values: achievement, recognition, relationships, working conditions, support, and independence. You can then use your work values to explore careers. Work values are good to use because you find that occupations which meet your work values are more satisfying and rewarding for you than occupations that don't meet your work values.

The new version offers many other features, including a shortcut to add the MCIS icon to the user's desktop; an option for counselors and instructors that enables them to view each student's portfolio; added options within the student portfolio; and even a spell check feature within the new resume writer.

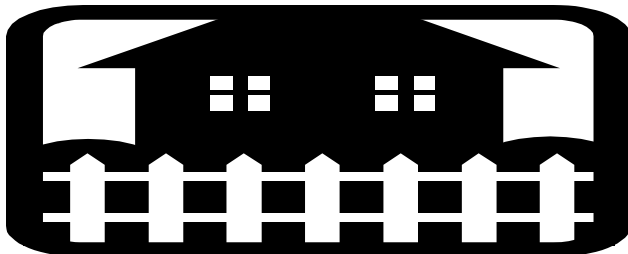
# Welcome To The New MCRN Director



The folks here at Research & Analysis and MCRN would like to introduce their new Director, Shaunda Hildebrand. She comes to us from the Department of Labor & Industry (DLI) where she has been the department's budget analyst since March of 2000. As budget analyst, she worked closely with the Governor's Office of Budget and Program Planning, the Legislative Services Division, and each division in the department to coordinate, track, and facilitate legislative activities affecting DLI. She owes much of her success to her ability to communicate effectively across a broad range of diverse environments and a wide range of individual points of view.

Shaunda graduated from MSU-Bozeman in 1998, where she received a Bachelor of Science in Business with an option in Finance. She enjoyed having the opportunity of going back to school to further her education. She owes her past and current successes to the tried and true methods of planning, hard work, and perseverance.

When Shaunda is not at work, she loves to spend time with her husband, Dean, and her two kids, Lexie (10) and Chance (12). The Hildebrands enjoy equine activities, especially O-Mok-See events.



## SAF / MCIS Partnership



This year the SAF/MCIS partnership has created a workbook to be used with the Internet MCIS program. It has been created to help provide more students throughout the State of Montana with another early planning tool that will help them make decisions on post secondary education and/or training. This workbook guides the user through the Internet MCIS program and provides activities for the student to use as a tool for career development. The workbook outlines the steps toward creating a career portfolio using Internet MCIS.

The workbook will come at no cost to subscribed users of the MCIS program but will cost non-subscribers approximately \$2 each. Subscribers to the MCIS program will be able to order whatever they need for classes throughout the school year. You will be able to order the SAF/MCIS workbook from their website at <http://www.safmt.org>

SAF/MCIS would like to sincerely thank Jean Braun at Capital High School for her efforts in the creation of this workbook.

### Words to Remember

You can have brilliant ideas, but if you can't get them across, your ideas won't get you anywhere  
**Lee Iacocca**

Education's purpose is to replace an empty mind with an open one.  
**Malcolm S. Forbes**

Perseverance is not a long race; it is many short races one after another.  
**Walter Elliott**

# Your Trainer Says "Thanks"



Hi everyone, as most of you know my name is Francis Stephenson and I am the Training & Development Specialist with the Montana Career Resource Network (MCRN). I would like to start by first acknowledging all the individuals who have helped to facilitate the MCIS Internet trainings that were held this summer, at different venues throughout the State of Montana. I would like to thank Kathy Pelton and Cathey White for directing the events at the Fourth Annual Teacher Institute where I conducted training classes on the 11<sup>th</sup> and 12<sup>th</sup> of June. I would also like to send out my appreciation to Lorelee Robinson and Marilyn Daumiller for allowing me to do an MCIS presentation on August 6<sup>th</sup> for the Jobs For Montana Graduates here in Helena at the Holiday Inn.

On November 4-5, I have been asked to present Internet MCIS during the break out sessions at the fourth Annual Tech Prep Conference that is scheduled to be held at the Heritage Inn in Great Falls. This year's conference will be entitled, **Tech Prep: Continuing the Connections.**

On November 12-14, I will be giving a presentation at the Labor Market Information (LMI) Conference for Montana's Workforce Development System entitled, **"MCIS: A Tool For The Workforce"**. This conference is scheduled to be held at the Great Northern Hotel in Helena. ( see ad on last page ).

In the Spring, I will be having most of the MCIS Internet training at the Student Assistance Foundation (SAF). This state-of-the-art computer lab is located in the basement at 2500 Broadway in Helena and seats approximately 21 people. Upcoming training sessions will cover the MCIS Internet version in detail as well as any updates to the program since its inception.

At this point, I have reserved the computer lab for the following Internet MCIS training dates in 2003:

Tues. Oct. 7	1—4:30pm
Wed. Nov.12	1—4:30pm
Wed. Dec. 3	1—4:30pm

More training dates will be added if needed. To sign up for one of the above sessions of Internet MCIS training, please call me at 1-800-354-8830 or email me with your

# The 2003 Career Guide is Here!

The 2003 Montana Career Guide is almost finished and will be ready for distribution in October. The Career Guide contains tips on career planning, obtaining educational guidance, information on union apprenticeship programs, and other career preparation opportunities. This year the Career Guide will have a new look and feel with new print type and of course new wage & occupational information. However, the magazine's format will be the same as last years.

The Montana Career Guide will be sent "free of charge" to all public high schools in Montana to be distributed to all high school sophomores. Montana Career Resource Network provides funding for these sophomore students' copies.

For copies of the Career Guide:

**Call:** 1-800-354-8830

**E-mail:** fstephenson@state.mt.us

**FAX:** 406-444-7499

**Web:** <http://mcis.dli.state.mt.us>

**Click on:** "Order Now" or

**Mail Request to:**

Montana Career Information System

PO Box 1728

Helena, MT 59624-1728

Bundles of 40 -- \$10

Box of 160 -- \$40



A new publication called **"Who Needs Math & Science"** is in the works to be published by October of this school year. It is a series of interviews with people who have careers that use Math & Science.

# New Passwords For Internet MCIS

We have worked hard this summer to ensure that the usernames and passwords used for MCIS Internet access are secure and unique to each school or agency. If the school or agency finds that its password and username is no longer being accepted by the MCIS program then they need to call 1-800-354-8830.

## LMI Conference

Montana Job Training Partnership and the Research and Analysis Bureau of the Montana Dept. of Labor & Industry have partnered to host a Labor Market Information (LMI) Conference for Montana's Workforce Development System! Learn strategies for linking employment, education and economic development to build the highly skilled workforce needed in today's workplace. Conference to be at the Great Northern Hotel in Helena on November 12th through the 14th. Call 406-444-1320 for details.

# MCIS Internet Tutorial

There is an eight-page tutorial pamphlet for the MCIS Internet Version, located on the MCRN website. This pamphlet may be downloaded by going to <http://mcis.dli.state.mt.us/>

From the MCRN homepage, look to the left under MCRN navigation. Under Publications you will see the word, "**Brochure**". Click on, "**Brochure**" and then click on, "**download the latest copy here.**" You are now able to print the brochure. The purpose of this brochure is to train new users how to navigate through the Internet version of MCIS. This brochure can be useful in the classroom or anytime you may not have the time to sit down and explain the navigation of the MCIS Internet version.

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